

# KARTHIKA MADHU



## SUMMARY

To enroll myself in a work place that is challenging enough to unleash the best out of me, where I can contribute with best of my skills with an aim to make optimum utilization of my capabilities and learning to achieve excellence in the designated area of work.

## WORK HISTORY

**Accounts assistant**, 03/2024 to 03/2025

**KARTHIKA JEWELLERS - THIRUVANANTHAPURAM, INDIA**

- Managed petty cash transactions, safeguarded company resources.
- Liaised with clients regarding overdue payments, facilitated swift resolution of issues.
- Assisted in budget preparation, helped control expenditure.
- Assisted in monthly closings, ensured timely completion of tasks.
- Conducted bank reconciliations regularly to maintain accurate records.
- Entered financial information into corporate database for easy access and retrieval.
- Enhanced financial efficiency by streamlining invoice processing.
- Managed client accounts to ensure timely payments.

## EDUCATION

- Postgraduate Degree, M-COM FINANCE -2022 to 2024  
University of Kerala, India
- B-COM with Computer Application 2018 to 2021, University of Kerala, India

## SOFTWARE PROFICIENCY

- ORACLE
- MICROSOFT EXCEL, WORD, POWERPOINT
- TALLY
- ERP SYSTEMS
- Pro-Activity

### Contact

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Passport No: R3222203

Visa Status: Visit Visa

### TECHNICAL SKILLS

- Financial Reporting
- Payroll Processing
- Cost Accounting
- Risk assessment capability
- Bank reconciliation expertise

### SOFT SKILLS

- Communication skills
- Team management and collaboration
- Confidentiality and integrity
- Adaptability

### LANGUAGES

- English
- Hindi
- Malayalam